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*Report - 1*  
*[Signature]*  
*1/9/62*

Bi-Weekly Report Ending 8 January 1962  
from  
FORMS ADMINISTRATION

1. Contributions

a. Tangible

- (1) Approved 3 new and 3 revised forms.
- (2) Three forms made obsolete.
- (3) Eliminated 1 bootleg form.
- (4) Working with [ ] DDP/[ ] on his Form Improvement Project was finally able to approve new Form No. 1868 titled, "Request for Clearance". Heretofore, a bootleg form, cut sheet, with this same title has been used. Improvements were made in the arrangement, clarity and spacing of the form which simplify its filling in and review. Improvements were also made by printing the form as a four part, carbon interleaved, snap-out set; thus eliminating the need for collating and decollating carbon. Estimated saving is \$57.00 per annum. [ ]

b. Intangible

- (1) The 1500 sets of Form No. 667, "Contract Record" which were received from Diebold Company, and which did not meet the carbon paper requirements as set forth in the specifications, is being replaced by the manufacturer. This will require about 3 weeks. [ ]

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